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18 OCT 1965

MEMORANDUM FOR THE RECORD

SUBJECT : Recruitment, Selection, and Processing of Career Trainees



2. Mr. Bannerman opened the meeting by stating that we must reduce the loss of Career Trainees during their processing. [redacted] indicated that 32.5 per cent of the applicants referred by recruiters during the past five years have been rejected by the Career Training Staff because they did not meet Career Training criteria. These criteria as well as other pertinent data are attached. [redacted] stated that all college degrees are qualifying except Mortuary Science and Home Economics. [redacted] also pointed out that the recruiter makes his recommendations based upon less evidence than is in possession of the Career Training Staff.

3. The personnel file is reviewed by three Career Staff individuals: a Personnel Officer, one Program Officer, and [redacted]. Three staffers also interview the individual separately. Test scores and interview results are recorded by the A&E Staff psychologists.

4. It was noted that several days have been eliminated from initial processing time as a result of fairly recent procedural changes. The attachments indicate existing processing time lags. [redacted] emphasized the fact that the initial portion of the interview is devoted to a sales pitch designed to sell the Agency. He stated that candidates are no longer breaking down the CIA door to get in.

5. Mr. Bannerman expressed a preference for judicious employment commitments to unmarried individuals, where the likelihood of EODing appears good, in the belief that an early commitment during initial processing would cut our loss rates. This would be subject to satisfactory completion of the processing. In this connection it was pointed out that the security loss rate following successful completion of polygraphing is only 3 per cent among Career Trainees. A paper proposing this type of commitment is now in process by [redacted].

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6. Mr. Bannerman also indicated that notations on personnel folders and the entire handling should be conducted in a fashion which does not leave any stigma on the applicant because of a Career Training turn-down. Many of these candidates could be placed elsewhere in the Agency if the resultant prejudice from turn-down could be obviated.

7. There was also some discussion regarding the desirability of provisionally clearing and putting on the payroll promising young college applicants whose services might otherwise be lost.

SIGNED

[Redacted Signature]

Special Planning Assistant to the
Deputy Director for Support

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cc: Director of Personnel
✓ Director of Training

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